



**Position:** Nursery Support Manager (potential for Acting Deputy Manager)

**Hours of work:** Full-time, 40 hours per week, across 5 days per week, must be available to work any shift between 7:30am and 6:00pm

**Pay:** Dependent upon experience, from £21,000

**Application closing date:** Friday 10th June 2022

**Start date:** As soon as possible

**Who are we looking for?** Someone who is enthusiastic, passionate and committed to be part of our senior leadership and management team. Someone who uses their initiative, is friendly, kind, a confident communicator, and proactive in their approach.

**A bit about us:** We are a small, family-run nursery which has been open for more than 25 years. We pride ourselves on offering a homely and enriching learning environment for children aged 3-months to 5 years old. Our setting is walking distance from Aldridge village, and is open Monday to Fridays, 7:30am-6:00pm. We are closed on bank holidays, and for the period in between Christmas and New Year.

We love what we do! Learning through play, getting messy, having lots of fun, using our imaginations, laughing a lot, singing, dancing, inspiring creativity, drawing, painting, digging, exploring, getting lots of fresh air, playing outside, letting children be children and so, so, so much more - so if that sounds like something you want to be a part of, get in touch, we would love to meet you!

**The successful candidate will:**

- be fully conversant with the Early Years Foundation Stage (EYFS) framework and Ofsted guidelines
- have proven experience in a similar setting, in a similar role, providing safe and enriching education to young children aged 0-5 years
- possess and demonstrate the necessary skills, knowledge and confidence to be responsible for nursery in the absence of the Manager or Deputy Manager
- be confident in dealing with any situation relating to children in our care (e.g., first aid, illness, medication, safeguarding etc.)
- be a confident communicator
- possess the skills and experience to lead, motivate and empower a team
- demonstrate the ability to be a strong decision maker, and support and inspire change

**Summary of day-to-day responsibilities of the role:**

- work daily to excel responsibilities as laid out within the EYFS framework and Ofsted guidelines, plus related specific areas (i.e. SEND, equality and diversity etc.)
- assist with effective day-to-day running of the nursery, carrying out appropriate tasks alongside fellow management
- be a key holder and be responsible to 'open' and 'close' nursery, assist with covering shifts (e.g., holiday, appointments, unexpected absence etc.)
- monitor numbers, staffing ratios and rotas alongside fellow management
- work in rooms directly with children as required, carry out risk assessments, health and safety walks, learning walks, staff observations

- carry out show rounds for new families, and involvement in session availability, enrolling new children
- support the designated DSL and uphold nursery's safeguarding policies and procedures
- assist with minor HR and recruitment tasks if and when required
- assist with policy updates and data audits
- involvement in staff supervisions, staff wellbeing initiatives, parent partnership initiatives, special events
- attend management and team meetings and undertake regular training

**Essential Requirements (qualifications, experience and safer recruitment):**

- must hold Level 3 or above in childcare/early years studies (NNEB, CACHE, BTEC and NVQ are all acceptable)
- must have proven occupational experience (minimum two years) working in a similar setting with children aged 0-5 years
- must have proven experience working as part of a senior/leadership team (minimum one year)
- must have a current and clear Enhanced DBS check (previously known as CRB), issued within the last 3 months, or be prepared to apply for a new DBS and subscribe to the DBS update service
- to hold a valid first aid certificate issued within the last 3 months, or be prepared to carry out training immediately
- must have proof of Identity and eligibility to work in the UK, confirmed by passport and any relevant VISA documentation
- post is subject to two valid, up-to-date references

**Desirable requirements:**

- to hold a level 4 qualification or above in childcare
- to hold an early years related degree
- to possess a leadership and management qualification
- to already be signed up to the DBS update service
- to hold a valid, up-to-date, safeguarding qualification
- to hold a valid, up-to-date, food safety certificate
- to hold a full, clean driving licence/ability to travel flexibly

**What we offer:**

- a friendly, caring, fun environment to work in
- free training and development opportunities
- Christmas period off! (we are closed in between Christmas and New Year)
- access to pension scheme
- family and friend childcare discount
- 'treats' on special occasions (for example Easter, Christmas etc.)
- 'Me' day as part of our staff well-being (in addition to statutory holiday)
- recognition for length of service

**Accessibility:** If you need any information in a different format, or need us to consider anything during the application and interview process, please include this in your application and we will do our best to assist you.